

Filling in your Timesheet in Project Office Express

- Open Netscape and go to the URL: <http://hudwebapps5.hud.gov/po/i/p039>
Please **bookmark this URL**. You will see two links. Click on the link to “Office of Administration” or “REAC” depending on the contract you are working under.

NOTE: The above URL is on HUDweb (HUD's intranet site). If you do not have access to HUDweb, please contact your HUD Project Leader.

- Log in to Project Office Express by entering your assigned **Username** and **Password** and clicking on the **Submit** Button. Your Username and Password are the same and are your first initial and up to seven letters of your last name. Please contact an Administrator if you need help with your Username or Password.
- The **Timesheet View** with your timesheet for the current week will display. Use the arrows next to the week field to navigate to the week for which you wish to enter time. Note that the date indicates the week *ending* date, which will be a Sunday.
- Pre-assigned tasks may not appear on your timesheet. Click on the **Assignment view** to pick tasks for which you need to enter time.
- In the upper pane of the **Assignments** view, you will see folders for all the projects in Project Office. Any project that has a red circle next to it is available to you. Locate the project for which you wish to enter time and click on the red circle.
- In the lower pane will appear all the tasks for that project. All of the tasks will have names of employers listed in parentheses next to them. Locate the task(s) for your employer. Click in the **check box(s)** for task(s) you want to charge against and click on the OK button to return to the **Timesheet** View. The tasks you checked will be added to your timesheet.
- Enter the number of hours worked under the applicable days and click on save. Enter time in half-hour or larger increments. You may enter time on a daily basis if you wish and save it by clicking on the **Save** tab and then clicking on **Logout** each day.
- When you have completed your timesheet for the week, click on **Submit**.
- Please remember to click **Logout** every time you leave Project Office Express.

Oops!

If you should discover a mistake on your Timesheet after you submitted it, you need to ask the Project Manager to reject the timesheet in Project Office. This will make the timesheet available to you again for correction and re-submission. Click on the **Alerts** tab each time you enter your timesheet to see whether any of your timesheets have been rejected.

**NEED HELP? PLEASE CONTACT A PROJECT
OFFICE ADMINISTRATOR:**

Harold Hayes 755-2725 x122
Ahsha Baker 708-0614 x2582



**Remember that your timesheet for each week has to be
submitted by close of business the following Monday**